



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

May 7, 2021

Dear County Directors of Social Services

Attention: Energy Administrators, Managers & Supervisors

Subject: Low Income Energy Assistance Program (LIEAP) One-time Supplement

Priority: Information & Action

The purpose of this letter is to provide information regarding the one-time LIEAP supplement. The supplement will be calculated by a formula based on the household's previously approved LIEAP payment amount. NC FAST will send a system generated notice to the household informing them of the supplement and of the supplement amount. The **Energy One Time Supplement Report** will be available in NC FAST on **May 18, 2021**.

We know that does not leave a lot of time for the budgets to be approved and checks to be drafted and sent prior to the end of the month. Attached to this letter is a spreadsheet that identifies the total amount of money each county will be allocated. The report breaks the total amount down into the supplement amounts per category for each county. We are hoping that counties will be able to use this spreadsheet to amend your budgets. In addition, we are advising counties to use the **NFOMD023M - Energy Payment Request Detail Report** in NC FAST starting today to identify customers who have previously received a LIEAP payment so that you can proactively start the check writing process. **Once allocations are released in NC FAST on May 18th, counties can issue checks to the vendors for payment.**

To use the **NFOMD023M - Energy Payment Request Detail Report**:

- The **NFOMD023M - Energy Payment Request Detail Report** can be exported in an Excel sheet and printed out.
- This report contains information such Provider, Account Holder Name, Account Number, Benefit Amount, Fund Source, and Application Reference Number.
- **Note:** If a payment has not been created then the Payment Request Reference Number will **NOT** display on this report.
- Use the LIEAP amount the applicant was issued in comparison to these amounts below to determine the supplement amount the applicant will receive:
 - \$300 benefit received = supplement will be \$40.31
 - \$400 benefit received = supplement will be \$53.75
 - \$500 benefit received = supplement will be \$67.19

Attached is a screenshot of where to find the **NFOMD023M - Energy Payment Request Detail Report** in NC FAST.

On **May 18, 2021**, a new report in FAST Help titled “**Energy One Time Supplement Report**” will be available. The report will also be available in NC FAST under Energy Report titled “**NFOMD023P – Energy One Time Supplement Report**”. This report can be used to compare information from the **NFOMD023M - Energy Payment Request Detail** to ensure correct payments. Both reports will list all households receiving the one time supplement.

If payments are not processed on your counties May service report, they will be deducted from your counties State Fiscal Year 2021-2022 allocations. Job aids regarding the one-time supplement are available in FAST Help titled Energy-Payment Requests and Check Recording Process.

If you have any questions, please contact Operational Support Team (OST) at DSS.Policy.Questions@dhhs.nc.gov

Sincerely,



Carla L. West, Senior Director for Economic Security
CLW/js

EFS-FNSEP-49-2021

Attachments (2)

NFOMD023M - Energy Payment Request Detail Report Screenshot
One Time Supplement Spreadsheet